

Government of West Bengal
Finance Department
(Audit Branch)
Nabanna, Howrah-711102.
Email ID : finreceipt-wb@bangla.gov.in

No. 2792-F(P₂)

Dated, Howrah, the 20th June, 2024.

MEMORANDUM

It is being observed that references are being made by various departments regarding reimbursement of car hiring charges to the employees availing HTC / LTC for road journey to specified destination & back undertaken by hired car from nearest railway station / airport not accessible by train / flight.

In this connection, it is hereby informed that in such cases reimbursement of car hiring charges for the shortest direct route may be at the rate of Rs.16 / Km in terms of Transport Department's Order No. 3564-WT dated 24.11.2018 or actual expenses incurred, whichever is less, subject to fulfillment of other related norms in force. The DDO of the concerned Departments will verify required documents in support of the claim for reimbursement.

All departments are requested to dispose of such cases at their end in the manner as stated in the above paragraph without making any further reference to the Finance Department.

Other terms and conditions for availing HTC / LTC in existing orders of Finance Department will remain unchanged.

Sd/- Dr. Manoj Pant
Additional Chief Secretary to the
Government of West Bengal.

P.T.O

No. 2792/1(400)-F(P₂)

Dated, Howrah, the 20th June, 2024.

Copy forwarded for information and necessary action to:-

01. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-700 001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol.-700 001.
03. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata – 700 064.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata – 700 087.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata – 700 087.
06. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th and 6th Floor, Plot No. 9, DF Block, Sector 1, Bidhannagar, Kol-700 064.
07. The Section & D.D.O., Finance (Accounts) Department, West Bengal Secretariat, Nabanna, Howrah 711 102.
08. The Department / Directorate _____
09. The District Magistrate/ District Judge _____
10. The Sub-Divisional Officer, _____
11. The Treasury Officer, _____
12. The Commissioner, _____
13. The Superintendent of Police, _____
14. The Superintendent Engineer / Executive Engineer, _____
15. The Principal Industrial Training Institute, _____
16. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Resolution in the Finance Department, Website.
- 17.. Office Copy.



**Additional Secretary to the
Government of West Bengal.**

C: / Somnath Dutta /
2024 / Misc. / 2792-F(P₂) dt. 20.06.2024